

Request for Refund Form

All refunds will be processed in accordance with International Student – Refund of Fees Procedures. It takes up to 28 days to process from the date this form is accepted when all complete and accurate documents are received. Please ensure all required information is completed correctly to minimise delays in payment. **This form MUST be typed and signed, as a handwritten form will not be accepted.**

1. STUDENT DETAILS

Title Mr Mrs Ms Miss Other

Family Name:

Given Name(s):

Date of Birth (DD/MM/YYYY)

Phone Number:

Email Address:

Residential Address:

2. REASONS FOR REFUND

VISA Refusal - I have provided the VISA rejection letter(s) from the Australian Government Department of Home Affairs

Other - Please specify

3. REFUND REQUEST METHOD (Preferred payment method – please complete ONLY ONE of the options)

Method 1 - Refund to an Australian bank account

Account Name:

BSB:

Account Number:

Bank Name:

Branch Name & Address:

Method 2 – Payment has been made through “Flywire”

Refunds will be paid into the same bank account which payment was made

Method 3 - Refund to an overseas bank account (Australian dollars only)

Bank Name:

Bank Address:

Country:

SWIFT code:
IFSC/IBAN/CNAPS
Account Holder Name:
Account Holder Address:
Account Number:
Account Currency:
BSB:
4. CONDITIONS OF REFUND APPLICATION
<input type="checkbox"/> All refunds will be processed in accordance with the International Student – Refund of Fees Procedures and will be paid within 28 working days. <input type="checkbox"/> All refunds will be paid via electronic funds transfer (EFT) and will be paid in Australian dollars only. If your local bank does not accept Australian dollars, the refund will be paid in US dollars. <input type="checkbox"/> Please be aware that your bank may deduct banking transaction fees which could affect the final amount you receive.
5. STUDENT'S DECLARATION
<input type="checkbox"/> I hereby certify that the information I provided in this form is correct and complete. I acknowledge that the provision of incorrect or incomplete information may result in a delay or prevent refund processing. <input type="checkbox"/> I have read and agree to the above conditions of refund
Student Signature
Date (DD/MM/YYYY)
Parents/Legal Guardian Signature (for student under 18)
Date (DD/MM/YYYY)
6. HOW TO SUBMIT YOUR REQUEST FOR REFUND FORM
Please submit your completed form, together with your supporting documents to email address: admissions@focus.edu.au